

Index

A

About Authorizing Officials 97
About Local 1164 Travel 189
About Profiles 79
About Proxy 95
About System Administrators 103
About Travel Orders 125
About UTS 1
About UTS Maintenance 61
About Views 93
Accounting Maintenance - Lines Screen 50
Accounting Maintenance - Units Screen 49
Add New Unit Information 69
Adding a Trip 185
Adding an Expense 179
Additional Information 91
Approving Requests 98
Authentication Information 90
Authorizing Official Reassignment Screen 42
Automatic Forwarding 101

C

Canceling Local 1164 Claim 191
Canceling Request for Advance 152
Canceling Request for Settlement 171
Canceling Travel Orders 171
Changing View 93
City & County Screen 39
Creating Local 1164 Travel Claim 189
Creating MILPCS Travel Orders 138
Creating Request for Advance 147
Creating Request for Settlement 159
Creating TDY Travel Orders 134
Creating Travel Authorizations 105
Credit Card Information 87

D

Deleting a Trip 188
Deleting Local 1164 Claim 194
Deleting Profiles 83
Deleting Request for Advance 151
Deleting Request for Settlement 171
Deleting TLE/TLA Expense 182
Deleting Travel Authorizations 115
Deleting Travel Orders 129

E

- Entering Accounting 4
- Entering Amounts 4
- Entering Dates 4
- Entering En Route Travel Expenses 179
- Entering Local 1164 Claim 190
- Entering MILPCS Request for Settlement 178
- Entering Remarks 6
- Entering Request for Advance 150
- Entering TDY Request for Settlement 184
- Entering TLE/TLA Expense 180
- Establishing Miscellaneous Parameters 68
- Exceptions 167
- Exceptions Screen 35
- Exporting Claims 62

F

- Financial Information Screen 55
- Find Help 18
- Forgot my Password 3
- Forward Claims to Selected AO Screen 43
- Forward Requests Screen 56
- Forwarding Requests 100

H

- Help Contents 14
- Help Index 16
- Help Topics Screen 53
- History Screen 41

I

- Import Accounting File Screen 59
- Import Object Codes from File Screen 58
- Import Personnel Screen 53
- Import RAN from File Screen 58
- Import Reimbursable Description Screen 52
- Import Ships Screen 51
- Import Units Screen 51
- Importing Accounting Data 75
- Importing Object Codes 76
- Importing Personnel Data File 74
- Importing RAN Codes 76
- Importing Reimbursable Expense Descriptions 73
- Importing Unit Data File 72
- Inserting TLE/TLA Expense 182

L

- Local Travel -1164 Screen 30
- Logging into UTS 1

M

- Maintaining Accounting 65
- Maintaining Cities and City Rates 63
- Maintaining Ships Table 67
- Maintaining Unit Table 69
- Maintenance Login 61
- Manual Forwarding 102
- Method of Reimbursement 165
- MILPCS Order - Are These Authorized 144
- MILPCS Order - Dependents 145
- MILPCS Order - Top Section 141
- MILPCS Travel Order 36
- MILPCS Travel Authorization - Dependents 124
- MILPCS Travel Authorization - Top Section 122
- MILPCS Travel Request Screen 27, 28
- Modify or Delete Unit Information 71
- Modifying Local 1164 Claim 195
- Modifying Request for Advance 155
- Modifying Request for Settlement 176
- Modifying Travel Authorizations 119
- Modifying Travel Orders 132

N

- New Logon Password 89
- New Secondary Password 90

O

- Occasional Expenses 168
- Occasional Expenses Screen 35

P

- Personal Information 85
- Printing a Trip 187
- Printing an Expense 184
- Printing Local 1164 Claim 193
- Printing Request for Settlement 174
- Printing Travel Orders 130
- Privileges 89
- Profile Screen 29

R

- Rates Look-Up 7
- Reason for Stop 164
- Reassign Requests Screen 43
- Reassigning Authorizing Official 64
- Releasing Local 1164 Claim 192
- Releasing Request for Advance 152
- Releasing Request for Settlement 172
- Remarks Screen 32
- Replacement AO Screen 44
- Request Accounting Screen 28
- Request for Advance Screen 31

Request for Settlement - Itinerary 161
Request for Settlement - Reimb. Expenses 170
Request for Settlement Screen 33
Returning Requests 99

S

Saving Local 1164 Claim 192
Saving Request for Advance 154
Saving Request for Settlement 174
Saving Travel Orders 128
Security Information 88
Security Information Screen 54
Select Authorizing Official Screen 49
Select Travel Order Screen 26
Select Traveler 38
Select Traveler and Travel Order Screen 39
Selecting Travel Orders 126

T

TDY Order - Top Section 137
TDY Travel Authorization - Top Section 120
TDY Travel Order Screen 57
TDY Travel Request Screen 27
Terminating UTS 9
This Screen 17
Travel Authorizations - Itinerary 108
Travel Authorizations - Reimbursable Expenses 112
Travel History 9, 11
Trip Screen 34
Type of Orders 125

U

Unit Maintenance Screen 47
UTS City Rate Lookup Screen 40
UTS Export Claims Screen 47
UTS Help 13
UTS Login 21
UTS Login Screen 21
UTS Maintenance Screen 45
UTS Rates/Cities Update Screen 48
UTS Request Status Screen 22
UTS Requests Requiring Action Screen 24

V

View or Modify a Trip 187
View or Modify an Expense 183
Viewing Local 1164 Claim 195
Viewing Request for Advance 154
Viewing Request for Settlement 175
Viewing Travel Authorizations 119
Viewing Travel Orders 131